

OPERATING INSTRUCTION

Responsibility of Off-Installation Third Party Site

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<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
		Administrative Procedures.
		Evaluations of requests for assistance are based on the fiscal and legal constraints that govern DRMS actions. The decision to retrieve, cleanup, or dispose of property will be made by the Commander (DRMS-D) and the Environmental Program Manager (DRMS-LH) in coordination with Legal Counsel (DRMS-G) and others involved.
		The following responsibilities and actions will be implemented and adhered to.
DRMS-LH	1	Collect and distribute data to other offices for record searches.
	2	Prepare Fact Sheets, backup and recommended Record of Decisions.
	3	Coordinate with other DRMS offices.
	4	Coordinate with DLSC on final recommendations and availability of Defense Environmental Restoration Account funding.
	5	Compile an Executive Summary, a Record of Decision, a Fact Sheet, and coordinate legal analysis with DRMS-G.
	6	Forward to DRMS-D for final signature to proceed as recommended.
DRMS-G	7	Provide legal advice and assistance to environmental response recommendations and decisions.
	8	Provide legal analysis for internal use.
	9	Coordinate all actions with U.S. Department of Justice when using the Judgment Fund through settlement agreements.